



The
University
Of
Sheffield.

Respect

Stewardship

Excellence

Accountability

Co-operation

Awareness

Integrity

Courage

Honesty

Good
Research &
Innovation
Practices.

Supporting Research Excellence

www.sheffield.ac.uk/ris/grip



Research integrity at the University of Sheffield is upheld by trust, professionalism, peer-regulation, and the existence of a supportive culture that is conscientious, reflective and where genuine mistakes are permitted if they are admitted and learnt from.

This is underpinned by the values that, as Sheffield researchers, we share. Individually and collectively we are responsible and accountable for our research and its consequences. We demonstrate honesty, openness and fairness in undertaking and reporting research. We are aware of expectations regarding practice, and have the courage to stand up for principles and take action when integrity is absent or in question. We have respect for research participants, other professionals and the public, and engage with collaborators, colleagues and stakeholders. In essence we recognise and uphold our position as stewards of our disciplines and role models for the next generation of researchers.

This leaflet and the full Good Research and Innovation Practices policy set out our expectations and reinforce good practices, and I encourage all researchers in the University to read them to support their research and innovation activities.

Professor Keith Burnett CBE, FRS
Vice-Chancellor



Research and Innovation at the University of Sheffield

The reputation, value and public benefit of the University's research and innovation depends on its integrity.

The University's mission is to *discover and understand* - to play a leading role in undertaking research and innovation that addresses the challenges facing our world, our nation, our region and our city.

Delivering excellent research and innovation requires intellect and integrity, and the University aspires, at all times, to live up to the highest standards of research integrity.

The University's policy on Good Research and Innovation Practices aims to raise awareness about good research and innovation practices, to strengthen research and innovation activities and to support the University's research environment. The policy applies to all research and innovation activities undertaken by the University's staff and students, and can be found at: www.sheffield.ac.uk/ris/grip

Definitions

Research - *all investigation undertaken in order to acquire knowledge and understanding*

Innovation - *the exploitation of new ideas to generate results that are of economic, social, cultural, intellectual or environmental value*



What is Research Integrity?

Integrity is about how research and innovation activities are undertaken. It demands that we pay attention to detail in order to assure the accuracy and credibility of data and analysis, ensure that our behaviour towards people who are involved in and/or affected by the activity meets the highest standards, and fully consider our responsibilities towards the wider public and society.

In order to ensure excellence and further enhance reputation, researchers need to critically evaluate how they undertake research and innovation, assess the consequences of potential actions (so that risks can be foreseen and managed), and plan for how the activity may affect others.

Practising research with integrity encourages researchers to be as skilful and careful as possible, to be rigorous throughout, to be respectful towards anyone involved in and/or affected by the research, and to act in a spirit of social responsibility.

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Fostering Integrity

The University actively seeks to sustain a research environment that fosters integrity in research and innovation. It trusts its researchers to be:

- Honest and ethical
- Professional
- Critical of self and others
- As skilful, careful and rigorous as possible
- Respectful; having care for all living things and artefacts
- Working in ways that are lawful and accountable
- Collegial; sharing, engaging in open discussions with colleagues, and assisting others in their personal and professional development
- Mindful of their duty to keep their knowledge and skills up to date
- Risk-aware and responsible for risk management
- Responsible; communicating honestly, accurately and as openly as possible

Integrity

Courage

Honesty



Good Research and Innovation Practices

The following practices, where appropriate and possible, facilitate the achievement of research excellence, whilst also minimising risk:

Planning Research and Innovation

- An outline plan describing the project's operational process, timetable and data management
- An explicit approach to public engagement and creating public benefit

Identifying and Managing Risks

- Potential or real conflicts of interest declared and managed
- Potential risks to reputation identified and managed
- Risks to people, animals, the environment and/or cultural objects identified and steps taken to manage and minimise them

Collaborative Research and Innovation

- Early agreement about researchers' roles and responsibilities
- Transparent criteria for apportioning authorship, acknowledgements and IP rights agreed as early as practical
- An explicit publication strategy agreed by all involved

All the above made transparent and explicit.



Concerns Regarding Practice

Academic freedom is an integral part of the University's ethos. However, the University also has high expectations regarding research practice. Standards of professionalism and integrity must always be upheld.

Researchers have the responsibility to familiarise themselves with and continually update their knowledge of the University's and their discipline's expectations regarding practice. They should seek advice and/or development where they feel their knowledge or skills are not sufficiently up-to-date. They should be able to recognise irresponsible research practice and must act if they encounter it.

Researchers who come across suspected research misconduct have a duty to immediately raise this with an appropriate authority - their supervisor, PGR tutor, principal investigator, director of research, or head of department. Whistleblowers will be treated confidentially, fairly and supportively.

Honest errors or mistakes should be disclosed by researchers transparently and quickly, and in such cases the remedy is likely to be supportive and constructive. In contrast deliberate, dangerous, negligent or corrupt deviations from accepted practices will be managed in accordance with the HR research misconduct policy.



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Good Research and Innovation Practices Topics

The following topics are covered in detail in the Good Research and Innovation Practices policy (www.sheffield.ac.uk/ris/grip):

Designing Research and Innovation Projects

Managing Research Data

Authorship and Acknowledgement

Practices in Publication (including Freedom of Information)

Public Engagement and Demonstrating Public Benefit

Handling Conflicts of Interest

Grant Writing

Collaboration

Peer Review

Research Involving Animals

External Resources

UK Research Integrity Office

www.ukrio.org